

**AIR COMBAT MANEUVERING INSTRUMENTATION (ACMI)
Officer in Charge (OIC)
Combat Readiness Training Center (CRTC)**

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- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
 - 2. Authority.** AFMD 12-, 48-, 3-, 26-, 38-, 16-, 19-, 21-, and 43-series, and AFI 36-, 71-, and 38-series contain US Air Force and command policy and procedural guidance for the CRTC ACMI OIC work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5, and is the result of a functional review.
 - 3. Applicability.** This standard applies to the CRTCs located at Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS.
 - 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 20 October 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y=1$ (Constant Manpower).
 - e. Workload Factor. N/A.
 - 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
 - 6. Statement of Conditions.** The conditions listed below had no effect on the development of the standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
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OFFICIAL

DEBORAH GILMORE
Chief
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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION
Air Combat Maneuvering Instrumentation (ACMI)
Officer In Charge (OIC)

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS EMPLOYEE:

1.1.2. INDOCTRINATES NEW EMPLOYEE. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

1.1.3. OVERSEES ORGANIZATIONAL TRAINING PROGRAM.

1.1.4. RATES PERFORMANCE:

1.1.4.1. PREPARES OFFICER EVALUATION. Reviews enlisted performance report, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

1.1.4.2. PREPARES ENLISTED EVALUATION. Reviews enlisted performance report, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

1.1.4.3. PREPARES LETTER OF EVALUATION. Reviews letter of evaluation notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.

1.1.4.4. ENDORSES OFFICER EVALUATION. Reviews evaluation, reviews rebuttal letter, drafts endorsement, drafts referral letter, proofreads typed copy, and signs completed endorsement.

1.1.4.5. ENDORSES ENLISTED EVALUATION. Reviews evaluation, reviews rebuttal letter, drafts endorsement, drafts referral letter, proofreads typed copy, and signs completed endorsement.

1.1.4.6. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

1.1.4.7. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

1.1.5. PREPARES SELECTIVE REENLISTMENT PROGRAM (SRP) CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes SRP consideration.

1.1.6. NOMINATES EMPLOYEE FOR AWARD. Reviews draft and signs final recommendation.

1.1.7. PREPARES ENLISTED AWARD NOMINATION. Reviews and returns award submission consideration letter, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

1.1.8. PREPARES ENLISTED DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as requested.

1.2. SUPERVISES EMPLOYEE:

1.2.1. SCHEDULES EMPLOYEE. Reviews work requirement, establishes priority, reviews personnel status, and approves annual leave and duty schedule.

1.2.2. DIRECTS THE PREPARATION OF STANDARD PUBLICATION OR OTHER DIRECTIVE. Reviews draft and signs final copy, directs annual review of base and unit regulation and supplement to higher headquarters' regulation, and reviews other official and technical publication or literature.

1.2.2.1. DIRECTS THE PREPARATION OF REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.

1.2.2.2. DIRECTS THE PREPARATION OF BULLETIN, POLICY LETTER, OR PROCEDURE.

1.2.2.3. DIRECTS THE PREPARATION OF PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.

1.2.2.4. DIRECTS THE PREPARATION OF PERFORMANCE STANDARD OR CHECKLIST.

1.2.3. COUNSELS SUBORDINATE EMPLOYEE. Counsels employee on performance and progress in career development and improvement; counsels and assists individuals with morale, welfare, or disciplinary problems; takes necessary corrective action required to maintain discipline; and responds to grievance when necessary.

1.2.4. COUNSELS OFFICER MEMBER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

1.2.5. COUNSELS ENLISTED MEMBER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

1.3. DIRECTS WORK CENTER ACTIVITY:

1.3.1. PRIORITIZES WORK. Sets priority for subordinate work centers.

1.3.2. INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate's work.

1.3.3. COORDINATES ON WORK CENTER OR EMPLOYEE MATTER. Coordinates with supervisor or other unit agency on work center or employee matter.

1.3.4. ASSISTS SUBORDINATE WITH TECHNICAL PROBLEM. Assists subordinate in technical preparation of environmental plan, project book, base comprehensive plan, or other applicable document.

1.3.5. KEEPS WORK CENTER PERSONNEL INFORMED. Informs work center personnel on change affecting work center activity.

1.3.6. INFORMS INDIVIDUAL. Informs individual on changes affecting the individual.

1.3.7. DIRECTS OPERATION AND TRAINING. Directs, supervises, and controls flying training, ACMI console operation, scheduling and reporting of utilization, mission planning, and debriefing. Coordinates with operations contractor for mission activities.

1.3.8. EVALUATES CONTRACTOR PERFORMANCE. Evaluates contractor performance in operation and maintenance of the ACMI system for Quality Assurance and as specified in the statement of work and Operation and Maintenance (O&M) contract.

1.3.8.1. UPDATES AND REVIEWS CONTRACTOR STATEMENT OF WORK.**1.3.8.2. DEVELOPS AND REVIEWS CHECKLIST AND REPORT.****1.3.8.3. REVIEWS AND APPROVES REQUESTS FOR MAINTENANCE, SUPPLIES, AND SERVICE.****1.3.8.4. PROVIDES LIAISON BETWEEN CONTRACTOR'S ON-SITE REPRESENTATIVES AND OTHER AGENCIES (SUPPORT AGREEMENTS, SUPPLY, DEPOTS, OPERATIONAL SUPPORT OUTSIDE NORMAL DUTY HOURS.)**

1.3.9. PARTICIPATES IN MAJCOM ACMI PROGRAM. Prepares for and attends ACMI conference and meeting including ACMI O&M, ACMI system improvement and operation cross-tell, local users conference, quarterly progress meeting with ACMI contracting officer, computer resources working group, CRISP, OSCMP, POD CRLCMP, and Integrated Logistics Support Plan conference.

1.4. MANAGES FUND EXPENDITURES:**1.4.1. FORMULATES BUDGET AND TRAINING PLAN FOR ANG ACMI SYSTEM IMPROVEMENT.**

1.4.2. APPROVES EXPENDITURE OF FUNDS UP TO \$1500. Reviews request for funds expenditures in excess of \$1500 and recommends approval/disapproval to contracting office.

1.4.3. SUPERVISES BUDGET, SUPPLY, AND EQUIPMENT MANAGEMENT PROGRAMS.

1.4.4. REVIEWS BUDGET ESTIMATE. Provides direction for subordinate's preparation of budget inputs, reviews justification, reviews budget program goal with financial manager and other supervisors, and responds to follow-on inquiry.

1.5. CONDUCTS AND SUPERVISES EVALUATION AND SURVEILLANCE OF ACMI SYSTEM.

Includes land and/or water based Tracking Instrumentation Subsystem towers and equipment, microwave relays, Aircraft Instrumentation Subsystem, Control and Computation Subsystem, Display and Debriefing Subsystem, and support system.

1.6. REVIEWS REPORT. Reviews, schedules action on, and files report on equipment status, performance status, deficiencies, and summaries including contractor performance.

1.7. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and required action.

1.8. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in the report and statistical data for impact on ACMI operations and possible trends that require management action.

1.10. ORIGINATES ROUTINE CORRESPONDENCE. Reviews associated material, approves draft correspondence, and signs final correspondence.

1.10.1. PREPARES TECHNICAL PAPER OR REPORT.**1.10.2. PREPARES POINT, BACKGROUND, OR TALKING PAPER.**

1.11. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management attention.

1.12. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, or fire hazards, or equipment conditions that require attention; signs report and forwards to proper agency.

1.13. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor and assists visitor in accomplishing task.

1.14. HOSTS MEETING, CONFERENCE, OR HIGHER HEADQUARTERS' VISIT.

2. MANPOWER AND PERSONNEL LISTING:

2.1. REVIEWS MANPOWER INFORMATION. Receives, reviews, and verifies information pertaining to personnel action and/or manpower authorization.

2.2. UPDATES LISTING. Determines change and approves update.

3. TRAINS ACMI SYSTEM OPERATORS AND SUPPORT PERSONNEL.

4. TRAVEL. Performs temporary duty travel to accomplish official job-oriented duty.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standards indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
ACMI/Officer in Charge/470ATC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Special Ops Pilot, General Fighter Navigator	11S3Y 12F3/1	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											